

STATE FLEET MANAGEMENT REQUEST FOR FUEL CARD

Instructions:

The information provided on this form is used to order fuel cards for the vehicle(s) requested on an accompanying requisition or purchase order. Fuel cards will not be ordered until the vehicle is actually received. Please do not exceed the number of characters specified for a particular heading. For definitions of headings, please refer to the section above each heading. This form must accompany the DMVM Form 6-77 when requesting to purchase a State-Owned vehicle. *(Please reproduce copies of this form as needed.)*

Purchase Order Number

ACCOUNT NO. ISSUED BY MANSFIELD	AGENCY VEHICLE OR EQUIPMENT NO.	EXAMPLE D10 or J04	NAME TO APPEAR ON CREDIT CARD	SUB-GROUPING ID NO.	2 ND SUB- GROUPING WITHIN 1 ST	UNL REG OR DESL.	WEX OR PROP.
ACCOUNT NO.	AGENCY ID NO.	AGENCY CODE	AGENCY ABBR. NAME	1ST SUBDIV.	2ND SUBDIV.	FUEL TYPE	CARD TYPE (W,P)
(5)	(9)	(3)	(18)	(8)	(8)	(2)	(1)

Date

Agency Fuel Card Administrator

Return to:

General Services – State Fleet Management
140 Stoneridge Drive, Suite 650
Columbia, SC 29210-8257

Request for fuel card with new vehicle order

SFM Form 6-77A
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